



OWOSSO HISTORICAL COMMISSION

MEETING AGENDA

December 9, 2024, at 6:00 pm at Owosso City Hall

Call to order:

Roll Call

Present:

Absent:

Agenda and Minutes:

Motion to approve November 12, 2024 minutes

Motion to approve December 9, 2024 agenda

Agenda Items

1. Strategic planning
2. Holiday party

Financial Report and Budget – A. Fuller

Castle Report – D. Grace

Public Comment Period

Commissioner Comments

Next Meeting: Monday, January 13, 2025

Adjourn



Regular Meeting of the Owosso Historical Commission

Minutes of November 12, 2024 – 6:00 P.M. at Owosso City Hall

MEMBERS PRESENT: Commissioners Mark Erickson, Debra Adams, Lance Little, Robert Hooper, Elaine Greenway, and Bill Moull

MEMBERS ABSENT: None.

COMMISSIONER ERICKSON CALLED THE MEETING TO ORDER AT 6:00 P.M.

APPROVE MINUTES – OCTOBER 15, 2024

Motion by Commissioner Moull to approve the minutes as presented, supported by Commissioner Greenway.

Approved by voice vote

APPROVE AGENDA – NOVEMBER 12, 2024

Motion by Commissioner Little to approve the agenda with the addition of discussion regarding the Owosso made snow shovel, supported by Commissioner Hooper.

Approved by voice vote

ITEMS OF BUSINESS

Chair/Vice Chair Appointments: Motion by Commissioner Greenway to nominate Commissioner Adams to the position of vice-chair, supported by Commissioner Hooper. Approved by voice vote. Motion by Commissioner Greenway to nominate Commissioner Little to the position of chair, supported by Commissioner Hooper. Approved by voice vote.

Inventory Work: Amy Fuller shared that Denice Grace has completed cataloging the Gould House items located at City Hall. Commissioner Little requested that list be sent to the group.

Christmas Lights on the Castle: Commissioner Adams shared a quote for \$1,875 from Ludington Electric for installing new Christmas lights on Curwood Castle. Motion by Commissioner Greenway to approve the work, supported by Commissioner Hooper. Passed by voice vote.

Holiday Party: The Commission discussed details for the Curwood Castle holiday party which will take place on December 12, 2024 beginning at 5:30 pm and is open to the public.

Snow Shovel: The Commission reviewed a communication from a Dr. Glyn Thompson regarding a snow shovel manufactured in Owosso.

FINANCIAL REPORTS:

Amy Fuller reviewed the current revenue and expense report and provided an update on the budget amendment process.

Denice Grace reported on October numbers for Curwood Castle.

PUBLIC COMMENT PERIOD: Rob Teich thanked the Commissioners for their service.

COMMISSIONER COMMENTS

Commissioner Erickson thanked everyone for their service on the Commission and their support during his term as chair.

Commissioner Little thanked the Commission for having confidence in his leadership and appointing him chair.

Commissioner Moull thanked the Mayor for his support and thanked Commissioner Erickson for his leadership.

Commissioner Adams asked for clarification on grant information.

Commissioner Hooper thanked Sue Osika for her service on the Commission and for her help with the Home Tour.

NEXT MEETING: Monday, December 9, 2024 at 6:00 p.m.

ADJOURNMENT

Commissioner Little adjourned meeting at 7:15 p.m.

Respectfully submitted by:

Amy Fuller, Assistant City Manager



Services Proposal

Regina Pinney

regina@nonprofnetwork.org

Mission: We support nonprofits in building governance, management, and organizational strength.

Vision: To be a valued partner working alongside nonprofits and their leaders to transform communities so that all people can thrive.

Owosso Historical Commission

Amy Fuller

Assistant City Manager

City of Owosso

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Proposed by Nonprofit Network on November 21, 2024; and effective for 30 days.

Contact:

Regina Pinney

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Jackson, MI 49201

517-796-4750 (o)

SUMMARY

Nonprofit Network has been asked to facilitate a board discussion to affirm mission, roles and responsibilities and how to best use their time, energy and resources.

About Nonprofit Network

The mission of Nonprofit Network is to support nonprofits in building governance, management, and organizational strength. We do this by providing numerous professional development opportunities for nonprofit boards and staff. We offer a broad range of consulting services. We help with strategic planning, retreats, and meeting facilitation, in addition to providing technical assistance on the board governance process like bylaw and grant review, organizational and board assessment, and board recruitment.

All Nonprofit organizations are unique. The path to efficiency, transparency and accountability is different for everyone. Nonprofit Network customizes services for each organization based on where they are in their life cycle, mission and structure. Using industry best practices as our guide, we work with organizations to first ensure they understand best practice and good governance. We then build on this foundation by identifying achievable and realistic goals which can be attained with existing board and staff.

SCOPE OF WORK

Executive Summary

The Owosso Historical Commission has spent significant time and energy on the Gould House which monopolized their discussions and focus. Now that the property has been sold, and the OHC has capacity to think differently, the organization has requested a facilitated discussion to reframe their work within the context of volunteer, time and asset availability. OHC has requested a facilitated discussion to help the board better understand its limitations and improve decision-making.

Understanding Your Needs

As an almost all volunteer organization serving the Owosso Community, your board's effectiveness is crucial to maintaining strong governance and achieving your mission. This facilitated session will address key areas of board responsibilities while providing direction and recommendations.

Scope of Work

Three two-hour facilitated sessions aimed to enhance the governance, focus, and strategic opportunities, ensuring a more effective and cohesive organization.

Session 1: Mission Understanding and Purpose

- Create a shared agreement about the purpose of the board
- Identify the assets each board member brings to the organization.
- How does OHC manifest its work toward mission?

Session 2: Activities that drive us toward mission

- Defining the capacity of the organization.
- Aligning programs and work.

Session 3: Structuring the Board to achieve desired outcomes

- Identify efficient ways to effectively deliver on our purpose.
- (Re)Create a governance structure to achieve realistic expectations.

Deliverables

1. 3 Facilitated 2-hour interactive sessions to engage participants and elicit feedback.
2. Summary report with recommendations.

Methodology

The consultant employs a structured approach, including pre-session discovery and assessment to inform the discussion. Using interactive facilitation techniques, real-time problem-solving, and collaborative solution development, the session will emphasize action-oriented outcomes, ensuring that all participants are engaged and invested in the process.

Cost of Services

- Facilitation Fee: \$3600
- Mileage: Billed at current IRS rate
- **Total: \$3,600 plus mileage**

Terms

Due at the conclusion of services.

*Any significant change or shift in the scope of work will require an amended proposal. Significant shifts could include, but are not limited to, extensive additional conversations not included in the above scope of work.

Assigned Consultant:

Regina Pinney, Executive Director at Nonprofit Network, is well known for her ability to deliver information in a practical, down-to-earth way that makes sense. She can see past symptoms to the root cause of an issue. Having worked all of her life in the nonprofit sector, she seeks to teach organizations to be self-sufficient. Regina excels at making people feel comfortable to safely discuss hard topics. She has provided consultation to hundreds of nonprofits of all sizes and shapes throughout Michigan and beyond. She is an expert in nonprofit governance and management, with a special interest in bringing people with unique world views and experiences together to dialogue towards consensus on the issues that face their organizations. Regina has a wide range of nonprofit experience. She has worked as staff, as a volunteer, and as a board member. Prior to becoming Executive Director of Nonprofit Network, Regina was a consultant and development director.

Services Agreement

Between Owosso Historical Commission (hereinafter referred to as "Client), and the Nonprofit Network (hereinafter referred to as "Consultant"), the parties agree to the following:

- I. **Scope of Work:** All work as outlined in the attached proposal.
- II. **Term:** The Services of the Consultant shall commence no sooner than seven (7) days following the signed acceptance of the Services Agreement.
- III. **Deposit and Cancellation Policy:** Nonprofit Network reserves the right to charge the full amount of the contract if services are cancelled less than 7 days prior to the agreed-upon schedule. Client or Consultant may reschedule due to unforeseen circumstances, such as inclement weather, illness or circumstance beyond the control of the Client or Consultant.
- IV. **Billing and Payment:** An invoice for services as will be submitted as described in the proposal, payable in full within 30 days of invoice date.
- V. **Standards of Performance.** The Consultant agrees to exercise independent judgment and to perform the services provided for under this Agreement with due diligence and within such standards of care as established by prevailing standards and practices for such services within the Consultant's profession. The Client understands and acknowledges, however, that the Consultant cannot and does not guarantee any specific result as a consequence of the Consultant's efforts and the Consultant shall have no liability to the Client or to any third party for any failure to achieve a desired result in connection with the Project so long as the Consultant has performed the services provided for under the Agreement with due diligence and within such standards of care as established by prevailing standards and practices for such services within the Consultant's profession.
- VI. **The Client's Responsibilities.** The Client will cooperate with the Consultant by providing to the Consultant on a timely basis all documents, record, reports, studies, analyses, and any other information in the Client's possession as may be requested by the Consultant from time to time. In addition, the Client will make the time and services of its employees, agents and independent contractors available to the Consultant as may be reasonably necessary and when requested by the Consultant.
- VII. **Termination:** Following the initial term, the Client or the consultant may terminate this Agreement by providing notification in writing stating that said Agreement is being terminated. The Client is responsible for all fees due the Consultant until such written termination is received and the Consultant is responsible for any credits or refunds due the Client.
- VIII. **Indemnification:** The Consultant hereby undertakes and agrees to defend, indemnify and hold harmless the Client from and against any and all suits, claims or causes of action by any third party employees or agents of the Consultant, which claims suits or causes of action are based upon any act or omission of the Consultant in carrying out the terms of the agreement. Consultants agree to abide by the Nonprofit Network Code of Ethics, Conflict of Interest Policy and Gift Acceptance Policy.
- IX. **Acceptance:** Authorized signatures below indicate acceptance by the Client and the Consultant of this agreement. Emails accepting terms of contract will be considered binding.

Owosso Historical Commission

Nonprofit Network

Authorized Signatory

Date

Authorized Signatory

Date

OUR COMMITMENT

Nonprofit Network will lead with and through our values. We work in partnership with our clients to create spaces, experiences and opportunities that are welcoming. Together, we will both ensure that all people are afforded a safe place to learn.

Our values:

- **Integrity:** Nonprofit Network respects and models highest level principles, practices, values, and moral character. We believe our integrity enhances public confidence and trust in all we do.
- **Respect:** Nonprofit Network strives to have mutual positive impact on those we serve. We will be a partner, ally, and advocate, respecting the dignity of people with diversity of experiences, backgrounds and cultures.
- **Diversity:** Nonprofit Network values, seeks, and recognizes the unique contribution of each individual who we partner with--including those who lead us, serve, and employ us. We know that a variety of lived experiences enriches and improves everything we do.
- **Inclusion:** Nonprofit Network strives to be a model of inclusion. We embrace individuality with dignity and respect. We include the thoughts, ideas, and perspectives of those who engage in learning alongside us. We seek the influence of diverse voices and know that our effectiveness is enhanced by our differences as well as our commonalities.
- **Continuous Learning:** Nonprofit Network honors the power of change through learning. We learn from the collective diversity of experiences and shape our services and practices accordingly. We envision a culture that encourages and improves our potential and that of nonprofits. We seek constant expansion of skills and mind-sets through continuous lifelong learning.

We reserve the right to end engagements where our values are not honored.

GL NUMBER	DESCRIPTION	YTD BALANCE		AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
		2024-25 AMENDED BUDGET	11/30/2024 NORMAL (ABNORMAL)		
Fund 297 - HISTORICAL FUND					
Revenues					
Dept 000 - REVENUE					
297-000-540.000	STATE SOURCES	0.00	0.00	0.00	0.00
297-000-643.000	SALES	3,000.00	1,786.00	1,214.00	59.53
297-000-665.000	INTEREST INCOME	2,000.00	1,186.38	813.62	59.32
297-000-665.100	ENDOWMENT SPENDABLE FUNDS	1,066.00	0.00	1,066.00	0.00
297-000-667.100	RENTAL INCOME	2,800.00	0.00	2,800.00	0.00
297-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00
297-000-674.100	PRIVATE DONATIONS	20,000.00	10,738.00	9,262.00	53.69
297-000-674.200	DONATIONS	11,650.00	5,370.66	6,279.34	46.10
297-000-675.000	MISCELLANEOUS	0.00	927.11	(927.11)	100.00
297-000-699.101	TRANSFERS FROM GENERAL FUND	17,500.00	4,375.00	13,125.00	25.00
Total Dept 000 - REVENUE		58,016.00	24,383.15	33,632.85	42.03
TOTAL REVENUES		58,016.00	24,383.15	33,632.85	42.03
Expenditures					
Dept 797 - HISTORICAL COMMISSION					
297-797-702.200	WAGES	15,331.00	7,027.39	8,303.61	45.84
297-797-702.400	WAGES - SEASONAL	0.00	0.00	0.00	0.00
297-797-715.000	SOCIAL SECURITY (FICA)	1,173.00	537.59	635.41	45.83
297-797-716.100	HEALTH INSURANCE	0.00	0.00	0.00	0.00
297-797-717.000	UNEMPLOYMENT INSURANCE	25.00	5.50	19.50	22.00
297-797-719.000	WORKERS' COMPENSATION	61.00	21.35	39.65	35.00
297-797-728.000	OPERATING SUPPLIES	1,000.00	816.08	183.92	81.61
297-797-729.000	FINANCIAL INSTITUTION FEES	1,200.00	266.18	933.82	22.18
297-797-801.000	PROFESSIONAL SERVICES: ADMINIST	1,500.00	37.50	1,462.50	2.50
297-797-810.000	INSURANCE & BONDS	2,994.00	0.00	2,994.00	0.00
297-797-818.500	AUDIT	814.00	0.00	814.00	0.00
297-797-930.000	BUILDING MAINTENANCE	0.00	20.38	(20.38)	100.00
297-797-961.000	MISCELLANEOUS	6,500.00	2,910.34	3,589.66	44.77
297-797-974.000	SYSTEM IMPROVEMENTS	0.00	0.00	0.00	0.00
Total Dept 797 - HISTORICAL COMMISSION		30,598.00	11,642.31	18,955.69	38.05
Dept 798 - CASTLE					
297-798-702.200	WAGES	500.00	29.07	470.93	5.81
297-798-702.400	WAGES - SEASONAL	0.00	0.00	0.00	0.00
297-798-715.000	SOCIAL SECURITY (FICA)	38.00	2.22	35.78	5.84
297-798-717.000	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00
297-798-718.200	SOCIAL SECURITY (FICA)	0.00	1.74	(1.74)	100.00
297-798-719.000	WORKERS' COMPENSATION	32.00	2.75	29.25	8.59
297-798-728.000	OPERATING SUPPLIES	2,500.00	1,800.40	699.60	72.02
297-798-810.000	INSURANCE & BONDS	0.00	0.00	0.00	0.00
297-798-920.000	UTILITIES	6,436.00	1,461.36	4,974.64	22.71
297-798-930.000	BUILDING MAINTENANCE	4,000.00	1,012.23	2,987.77	25.31
297-798-940.000	EQUIPMENT RENTAL - BUILDING MAI	1,000.00	496.94	503.06	49.69
297-798-961.000	MISCELLANEOUS	300.00	0.00	300.00	0.00
Total Dept 798 - CASTLE		14,806.00	4,806.71	9,999.29	32.46
Dept 799 - GOULD HOUSE					
297-799-702.300	OVERTIME	200.00	0.00	200.00	0.00
297-799-715.000	SOCIAL SECURITY (FICA)	15.00	0.00	15.00	0.00
297-799-716.100	HEALTH INSURANCE	0.00	0.00	0.00	0.00
297-799-716.400	LIFE INSURANCE	0.00	0.00	0.00	0.00
297-799-716.500	DISABILITY INSURANCE	0.00	0.00	0.00	0.00
297-799-718.200	DEFINED CONTRIBUTION	55.00	0.00	55.00	0.00
297-799-810.000	INSURANCE & BONDS	0.00	0.00	0.00	0.00
297-799-920.000	UTILITIES	3,559.00	349.59	3,209.41	9.82
297-799-930.000	BUILDING MAINTENANCE	4,000.00	31.82	3,968.18	0.80
297-799-930.200	BLDG MAINTENANCE	0.00	0.00	0.00	0.00
297-799-940.000	EQUIPMENT RENTAL	500.00	36.81	463.19	7.36
297-799-961.000	MISCELLANEOUS	2,000.00	16,267.43	(14,267.43)	813.37
Total Dept 799 - GOULD HOUSE		10,329.00	16,685.65	(6,356.65)	161.54
Dept 800 - COMSTOCK/WOODARD					
297-800-930.000	BUILDING MAINTENANCE	2,000.00	325.52	1,674.48	16.28
Total Dept 800 - COMSTOCK/WOODARD		2,000.00	325.52	1,674.48	16.28

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		AVAILABLE		% BDGT USED
		AMENDED	BUDGET NORMAL	11/30/2024 (ABNORMAL)	NORMAL	BALANCE (ABNORMAL)		
Fund 297 - HISTORICAL FUND								
Expenditures								
TOTAL EXPENDITURES		57,733.00		33,460.19		24,272.81		57.96
Fund 297 - HISTORICAL FUND:								
TOTAL REVENUES		58,016.00		24,383.15		33,632.85		42.03
TOTAL EXPENDITURES		57,733.00		33,460.19		24,272.81		57.96
NET OF REVENUES & EXPENDITURES		283.00		(9,077.04)		9,360.04		3,207.43

11/25/2024 10:41 AM
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CASH SUMMARY BY FUND FOR CITY OF OWOSSO
FROM 07/01/2024 TO 11/25/2024
FUND: 297
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 07/01/2024	Total Debits	Total Credits	Ending Balance 11/25/2024
297	HISTORICAL FUND	58,420.25	36,426.25	44,922.01	49,924.49